

# Department of Biology

## Vehicle Use Guidelines

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As of January 2017, there are nine University vehicles managed within the Department of Biological Sciences. These include,

- One automatic gear station wagon,
- Two dual cab 2wd automatic gear utes and
- Four dual cab 4wd automatic gear utes ([Table 1](#)).

For use of any University vehicle managed within the Department, **an initial induction for driver safety awareness is required for Head of the Department approval**. This is provided by [Tarun Rajan](#) (02 9850 8149).

### 1. Department managed vehicles

Departmental vehicles are available for staff and students for teaching and research purposes.

#### Usage costs

For members of the Department of Biological Sciences – **50c/km**

For personnel from outside the Department of Biological Science – **75c/km**

Vehicle excess payable when you are fault - **\$500/-** charged to your nominated account

**Please see your supervisor first to check funding availability before booking a vehicle.**

#### Penalty charges

All cars are expected to be returned in a clean condition and with a full tank of fuel at the end of their trips. A vacuum cleaner is provided and kept in the FSE store (E8A).

- If the cars are found in an unclean condition, a flat rate of **\$500** to clean the car will be charged to the user of the vehicle.
- If the cars are returned without a full tank of fuel, a flat rate of **\$100** will also be passed on to the user.

It is therefore very important that all cars are returned clean and refueled at the end of every trip and unclean and unfueled cars be reported back to the vehicle manager ASAP.

#### 2wd vehicles

For general suburban driving, use of the Department's 2WD vehicles is encouraged instead of 4WD vehicles. Whilst these vehicles can be used for multi day long distance trips, they should only be used for fieldwork on roads & terrain designated for 2WD vehicles. **Off road use is not permitted, however the vehicles can be used on graded dirt roads.**

#### 4wd vehicles

Whilst the Department's 4WD vehicles are available for suburban trips, use of these for either boat towing or remote location trips is required. Where vehicles are to be used for off road work and vehicle recovery

equipment is likely to be used, drivers are required to complete a NSW Government accredited 4WD handling course. Please contact [Tarun Rajan](#) to organise 4WD handling courses.

## 2. Use of vehicles

Please refer to [Macquarie University Policy Central](#) for more information

### Vehicle booking

Vehicle bookings can be made via the [online vehicle booking calendar](#). You will need your oneID to make a booking. Vehicle bookings are made on a first come, first serve basis.

### General tips with regards to vehicle bookings

- **Always** book the car first before collecting the keys from the safe.
- Please remember to book your cars as soon as you are aware of your dates to go into the field.
- As a rule, allow yourself a day or two before and after your vehicle use to give yourself sufficient time to pack up and clean out the car and to consider any other unexpected delays you may encounter.
- Return the keys as soon as you're done with use of the car (s).

### Key safe

Vehicle keys are kept in the key safe on E8C level 2, near the HoD's office. Access to the key safe is granted by [Ms. Marita Holley](#). You will need to have completed the induction first to be given access.

Keys to car parked in W21A are kept in a safe in the admin office (W21A). The safe code is C2109#.

### Driving personnel

After appropriate inductions are given & photocopies of drivers' licences are submitted, all Departmental staff, postgraduate students, visitors & volunteers can drive University vehicles managed within the Department.

- Volunteers and visitors are not provided with access to the key safe. It is the responsibility of the designated staff, student to remove the keys from the safe

### Provisional licenced drivers

The Department gives permission for provisional licenced drivers to use vehicles under the current insurance provisions. Provisional drivers must display 'P-plates' & drive according to current [NSW RTA](#) requirements. **Drivers with learner permits are not allowed to drive University vehicles.**

### Vehicle recovery equipment

The department has a variety of vehicle recovery equipment to loan for fieldtrips to remote and off road locations. See [Table 2](#) for a complete list of equipment current as of February 2014.



### 3. General Driving Advice

All drivers have a duty of care to return the vehicles re-fueled & in a clean undamaged state by the due time recorded in the booking calendar. Any problems encountered must be reported to Tarun Rajan immediately.

- i) Driver Fatigue - Drivers are reminded that it is [University policy & RTA recommendation](#) that driving periods must not exceed two hours & rests must be made on the first onset of fatigue. The Department encourages drivers to be aware of the welfare of the fellow passengers. In turn, passengers should express concerns if uncomfortable with the driver's control.
- ii) Poor Light Driving - Care must be taken when driving at dawn, dusk & night particularly in areas of wildlife activity. If a collision with an animal can't be avoided, impact must be straight & central to avoid rollover. Encourage use of the front passenger as spotter for any hazards ahead. Please visit the [Centre for Road Safety](#) site for more information on driving in bad weather.
- iii) Vehicle Weight & Speed – Drivers need to be aware that greater stopping distances are required particularly when the vehicle is fully laden. Higher road clearance reduces vehicle stability particularly when cornering. National statistics show that one in five people involved in vehicle rollover accidents will die, so speed reduction & changing down through the gears when approaching curves & corners must be emphasized.
- iv) Vehicle Towing Points – Tow hooks are located at the front of the vehicle & use of the safety pin in the tow bar tongue socket for rear towing.
- v) Blind Spots – Drivers need to be aware of blind spots of the vehicle & care with stowage of poles, spades & sharp objects. All drivers are encouraged to take care when parking the vehicles & use a passenger if present to assist with guiding. When driving in thick vegetation, mirrors need to be pulled in & aerials lowered.
- vi) Water Crossings – Depth limitation apply for water crossings, no deeper than the centre hub of the wheels. Under no circumstances should flooded roads be crossed except under direction of local police authorities.
  - a. All cars are equipped with a safety product called [ResQme](#). Please watch the video or see Tarun Rajan for instructions on how to use it.
- vii) Equipment – There are first aid kits, torches, roadside assistance details, vehicle manufacturer's instructions, jumper leads as well as jack & tools are kept located in every car
- viii) Tyres – Drivers need to be aware that the semi off road tyres fitted to the 4WD vehicles have reduced road surface contact due to tread patterns & therefore recommended to reduce highway speeds. Some vehicles are also fitted with satellite & or GSM vehicle trackers where trip speeds are digitally recorded. Tyre pressure for unladen vehicles is 34 psi and laden vehicles, 40 psi. Under no circumstance should tyre pressure go below 16 psi.
- ix) Tyre Changing – Drivers need to take extreme care when changing tyres on a vehicle, particularly avoid carrying out this procedure on busy roads, highways & freeways. Any passengers not involved with tyre changing should stay well clear of the vehicle, & rather act as spotters for oncoming traffic & not to roam across the road to take photos. Care must be taken to avoid injury, particularly to backs when lifting equipment.
- x) Under the Bonnet – Drivers are to refill the washer reservoirs as required. If driving in dusty locations for long periods, remove the air filter & blow off any dust & foreign material as well as hose through the radiator grill to remove blockages.
- xi) Run Out of Fuel – Drivers should refuel all vehicles when the fuel gauge indicates that a half tank has been reached. If down to a quarter tank, refuelling must be done ASAP. Vehicles are fitted with



long range fuel tanks and are not calibrated to the increased volume, so extra care needs to be taken with calculating remaining fuel for long distance travel.

xii) Jump Start – Drivers have to always check that all lights are switched off when leaving the vehicle. If the battery is flat, connect jumper leads; i.e. positive from the good battery to positive of the flat, negative to the engine hook or nearest metallic object in the engine bay. **Never negative to negative** as the battery could blow up or damage to power circuits can occur.

xiii) Information about 4wd driving can be found at:

[http://www.4wdworld.com.au/Category/tips\\_and\\_tricks/](http://www.4wdworld.com.au/Category/tips_and_tricks/)

- a. Tarun Rajan also has a copy of '[The 4WD Glovebox Guide](#)', to lend to interested 4WD enthusiasts.

## Use of vehicles overnight

Any University vehicle managed within the Department can be used for overnight work. Safety considerations must be taken into account for early starts or late returns where vehicles may have to be garaged within the driver's private residences as part of their trip.

## Fringe benefits tax

If University vehicles are garaged within a staff's private residence overnight as part of their trip, they may be subject to a fringe benefits tax (FBT). Please read the University's [policy](#) with regards to FBT.

According to the Australian Tax Office (ATO) determination, a vehicle would be deemed to be available for private use should either one of the conditions apply:

- It is garaged or kept near the employee's residence, or
- It is not at the employer's business premises and the employee has the use, custody or control of the vehicle, but not for University's business purpose.

It is advised that all reasonable attempts be made to park the vehicle on University grounds and only if all attempts to do so have been exhausted, that the vehicle be permitted to be parked at a private residence. A note should be made on the log book stating why the vehicle needed to be parked at a private residence.

**Table 1: List of vehicles managed by Department of Biological Sciences**

MAKE	REGO	TYPE	PARKING LOCATION	MANAGER	EXTRA INFORMATION
<b>2012 MITSUBISHI TRITON</b>	BQ61HI	4WD DUAL CAB AUTO UTE	F5B VEHICLE COMPOUND	BIOLOGY	T-DIESEL, LONG RANGE FUEL TANK, STEREO PIN 2663, REAR PARKING SENSORS, TOWBAR, <b>NATIONAL PARKS PERMIT</b>
<b>2012 TOYOTA HILUX</b>	BS58ZN	4WD DUAL CAB AUTO UTE	F5B VEHICLE COMPOUND	BIOLOGY	T-DIESEL, <b>NATIONAL PARKS PERMIT INCL KOSCIUSZKO</b> , BULLBAR, ROOF RACKS, SATELLITE TRACKER, TOWBAR, UHF CABLE & ANTENNA, LONG RANGE FUEL TANK
<b>2013 HOLDEN CRUZE</b>	BU26FG	2WD AUTO WAGON	F5B VEHICLE COMPOUND	BIOLOGY	WAGON, <b>PETROL</b>
<b>2014 MITSUBISHI TRITON</b>	CVK98J	4WD DUAL CAB AUTO UTE	F5B VEHICLE COMPOUND	BIOLOGY	T-DIESEL, TOWBAR, ROOF RACKS, <b>NATIONAL PARKS PERMIT</b>
<b>2015 TOYOTA HILUX</b>	CF96UW	4WD DUAL CAB AUTO UTE	F5B PARKING COMPOUND	BIOLOGY	T-DIESEL, BULLBAR, ROOF RACKS, REVERSE CAMERA, CANVAS COVER SEATS, PURE SINE WAVE INVERTER, AUXILLARY BATTER, <b>NATIONAL PARKS PERMIT</b> , SATELLITE TRACKER
<b>2016 TOYOTA HILUX</b>	CJ23LT	2WD DUAL CAB AUTO UTE	F5B PARKING COMPOUND	BIOLOGY	PETROL, CENTRAL LOCKING CANOPY WINDOWS
<b>2016 TOYOTA HILUX</b>	CJ24LT	2WD DUAL CAB AUTO UTE	<b>W21A CARPORT</b>	BIOLOGY	PETROL, CENTRAL LOCKING CANOPY WINDOWS

- I. Biology vehicle contact – [Tarun Rajan](#) 9850 8149

**Table 2: Complete list of recovery equipment as of February 2011**

Item	Number	Location
Air pressure gauges	One per vehicle	Vehicles
Axe	2	E8A 053
Bush saw	3	E8A 185
Chock blocks	Two per vehicle	Vehicles
Crow bar	2	E8A 185
High powered tyre pump	2	E8A 185 & Ecology
Drag chain	4	E8A 185
Exhaust jack bag	2	E8A 185
Extension strap (blue)	4	E8A 185
First Aid Kit Size C	Per Vehicle	Vehicles & E8A Basement
Fuses	Per Vehicle	Vehicles
Gloves	Per Vehicle	Vehicles & E8A 185
Hessian bags	Per Vehicle	Vehicles & E8A 185
High-Lift Jack	2	E8A 185
Hose clamps, cable ties & electrical tape	Per Vehicle	Vehicles & E8A 185
Hydraulic jack	Per Vehicle	Vehicles & E8A 185
Jack board	Per Vehicle	Vehicles & E8A 185
Jumper leads	Per Vehicle	Vehicles
Mallet	4	E8A 185 & E8A 053
Equipment Drawers	1	E8A 080
RESQME	9	VEHICLES & E8A 080
Sidchrome & general tools	3	E8A 185
Shackles 3.25 t	9	E8A 185
Shackles 4.75 t	5	E8A 185
Signals Flares	8	E8A 185
Signals Smoke	6	E8A 185
Snatch block	2	E8A 185
Snatch strap (white)	3	E8A 185
Spade	5	E8A 185
Spare Wheel + Tyre Fitted	5 For Hilux 4WD	E8A 080
Spare Wheel	2 For Triton 4WD	E8A 080
Street Directory	Per Vehicle	Vehicles
Torch	Per Vehicle	Vehicles & E8A 053
Tree protector strap (yellow)	1	E8A 185
Tree protector strap (blue)	2	E8A 185
Turfor winch	3	E8A 185
Winch cable	3	E8A 185